

# Staff Auditor

## **Description:**

The Staff Auditor will be responsible for conducting performance audits of state agencies/local governments in accordance with Government Auditing Standards.

## **Responsibilities:**

- Assist with audit planning and risk assessments.
- Conduct audit procedures and prepare audit documentation.
- Evaluate program efficiency, economy, and effectiveness.
- Identify control weaknesses and develop recommendations to address those weaknesses.
- Review audits performed by internal/external auditors.
- Assist with financial statement reviews and financial analysis.
- Assist with writing audit reports including findings and recommendations.

## **Requirements:**

- Interest in developing a working knowledge about state/local government financial statements.
- Ability to work both in a team setting and independently.
- Excellent written and verbal communication skills.
- Prior state agency or local government work experience a plus.
- Basic skills in Windows XP, email, spreadsheet, word processing, and database software.
- Bachelor or graduate degree in Accounting, Public Policy, or comparable major.
- Interest in pursuing CPA, CIA, CFE, or a comparable designation.
- Must be a New Jersey resident.

Experience: 0-3 Years

Travel: 20-25%

Location: Trenton

Salary: \$42,000 - \$45,000

Interested Candidates should submit a letter of application, resume, and the names of at least three (3) references to:

Office of the State Comptroller

20 W. State Street

P.O. Box 024

Trenton, NJ 08625

E-mail: [comptrollerstaff@osc.state.nj.us](mailto:comptrollerstaff@osc.state.nj.us)